


TITLE OR SUBJECT OF SUGGESTION Passport Photos	CLASSIFICATION SECRET	SUGGESTION NO. 71-129
<p>PRESIDENT METHOD</p> <p>Travelers are required to have passport photos for themselves and their dependents taken in local studios. This is expensive and time consuming since two trips are required - one for the photos and one to pick them up.</p>		
<p>I SUGGEST</p> <p>I suggest that passport photos be taken at the Agency. Certainly the badge office has the capability for this function. In addition, most dependents are scheduled for medicals and shots at AMES building. Why not include passport photos while they are there?</p>		
<p>ADVANTAGES</p> <p>I fully realize that the Agency is little concerned with convenience to an employee or his dependents, however, the above suggestion would be a great convenience, but in addition it would be a dollar savings to the Agency.</p> <p>Consider the employee's time away from the office to take the family for these photos plus the cost. In my particular case, we are a family of five at a cost of \$3.50 per person for a total of \$17.50. The price for one roll of color film for the Agency's cameras is only \$17.00 for a 100 foot roll. This 100 foot roll will produce at least 300 photos at a cost of approximately 5½ cents per picture. Since two photos are required for passport photos, the cost per person would be 11 cents vs \$3.50 stated above.</p>		
	CLASSIFICATION	OFFICIAL

TITLE OR SUBJECT OF SUGGESTION Passport Photograph Source	SUGGESTION NO. 71-130
PRESENT METHOD Persons embarking on foreign travel (with the exception of one Division) are required to obtain passport photographs commercially for which they are reimbursed. The cost is approximately \$4.00 to \$5.00 for each set.	
I SUGGEST that this service be provided within the Agency (by the Badge Office, TSD, or some combination thereof).	
ADVANTAGES See attached sheet.	

SECRET

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ADVANTAGES: Aside from the obvious saving in cost (equal to the number of passports processed annually times \$4.00 less in-house cost), there would also be a tremendous saving of time and inconvenience, particularly to those not stationed at Headquarters. In so doing, Central Processing Branch would obtain better control over the process of obtaining passports by direct access to the



SECRET

TITLE OR SUBJECT OF SUGGESTION Passport and Visa Photograph Procurement	SUGGESTION NO. 71-131
PRESENT METHOD The individual traveler and his family uses commercial facilities. This system is: 1. Expensive (considering the cost of processing for recovery of professional charges, personal auto mileage, etc.) 2. Normally very inconvenient for the traveller due to inclement weather, parking situation and the many other details involved in an overseas move. 3. Time consuming, normally resulting in the loss of several hours away from the office. 4. Possibly insecure. It is now possible for photographers to make file or other extra copies of the photograph for purposes other than that intended by the traveller.	
I SUGGEST Agency facilities be used instead of the commercial establishments. In the case of dependents photographing could be accomplished along with immunizations, briefings, etc. Exposures, poses, backgrounds, paper quality, etc. would have to be identical to that used by commercial photographers to prevent agency photos from being identifiable. This clearly is within the agencies capabilities. When cover or other considerations require, commercial photographers, of course, would be used.	
ADVANTAGES While I have no means to estimate the total monetary savings, it could be considerable in terms of saved manpower. It would eliminate one "outside" detail connected with a move and do away with the inconvenience and frustration of photo procurement, particularly when children are involved. It could close a potential, if not existing, source of photographs of agency personnel to outside interests.	



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SECRET

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Executive Secretary
Suggestion Awards Committee
Room 412, Magazine Building

EXTENSION

2731

NO.

71-129 71-130 71-131

DATE

28 Sept. 1970

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

1012 Ames Bldg.

2.

3.

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Per our phone conversation, attached are three (3) recent suggestions on the subject of arranging to have passport photos taken "in-house".

I understand that about seven years ago an extensive study was made primarily by PSD and OS, aimed to implement the intent of these suggestions. As you know, since then we have a new printing plant, immunizations at Ames Bldg, etc.

Attached is for your info and future interest. I have sent action copies of these suggestions to OS and suggested an up-to-date restudy by OS Physical Security and OL Printing Services.

STATINTL

BPS
KKA *29 Sept 70*
HCC *29 Sept 70*
RLF *29 Sept 70*
JEH *29 Sept 70*
RLH *29 Sept 70*
WAK *29 Sept 70*
FHW *29 Sept 70*
SEC *29 Sept 70*

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